



# भारत का राजपत्र

## The Gazette of India

प्राधिकार से प्रकाशित  
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No. 21] NEW DELHI, SATURDAY, MAY 25, 1968 (JYAISTHA 4, 1890)

इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके  
Separate paging is given to this Part in order that it may be filed as a separate compilation

### भाग III—खण्ड 4

### PART III—SECTION 4

विभिन्न निकायों द्वारा जारी की गई विविध अधिसूचनाएं जिसमें अधिसूचनाएं, आदेश, विज्ञापन और सूचनाएं सम्मिलित हैं

Miscellaneous Notifications including Notifications, Orders, Advertisements and Notices  
issued by Statutory Bodies

#### STATE BANK OF INDIA

##### Central Office

Bombay, the 13th May 1968

SBS. No. 4/1968—In terms of clause (c) of Sub-section (1) of Section 25 of the State Bank of India (Subsidiary Banks) Act, 1959 (38 of 1959), the State Bank of India hereby nominates Shri Charanjitlal Parsram Saigal, Deputy Secretary (Subsidiary Banks), State Bank of India, Central Office, Bombay, as a Director of the following Subsidiary Banks in place of Shri Sukhram Das Varma, Deputy Secretary (Central Office), State Bank of India, Bombay, with effect from the 20th May 1968.

1. State Bank of Bikaner and Jaipur
2. State Bank of Hyderabad
3. State Bank of Indore
4. State Bank of Mysore
5. State Bank of Patiala
6. State Bank of Saurashtra
7. State Bank of Travancore

V. T. DEHEJIA  
Chairman

#### THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

New Delhi-1, the 8th May 1968

No. 8-CA(1)/2/68-69—In pursuance of clause (iii) of Regulation 10(1) of the Chartered Accountants Regulations, 1964, it is hereby notified that the Certificates of Practice issued to the following members, shall stand cancelled with effect from the dates mentioned against their names, as they do not desire to hold the Certificate of Practice.

| S. No. | Membership No. | Name and address                                                                                              | Period during which the certificates shall stand cancelled |
|--------|----------------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| 1.     | 4665           | Shri Kaikobad Sorajbi Italia, A.C.A., 3, Clive Row, Calcutta.                                                 | 1-4-1968 to 30-6-1968                                      |
| 2.     | 6766           | Shri Purnendu Kumar Sen-gupta, A.C.A., Flat No. 7, Block XX, 131, N.S.C. Bose Road, Regent Park, Calcutta-40. | 15-4-1968 to 30-6-1968                                     |
| 3.     | 7357           | Shri A. F. Pancha, A.C.A., 283-A, Abdulrehman Street, Bombay-3.                                               | 1-5-1968 to 30-6-1968                                      |
| 4.     | 7413           | Shri N. O. Kariya, A.C.A., 10, Shakuntala, Kivol Road, Ghatkopar, Bombay-77.                                  | 1-4-1968 to 30-6-1968                                      |
| 5.     | 8371           | Shri P. V. Sreenivasan, A.C.A., East Peruvemba, Peruvemba P.O., Palghat Distt., Kerala.                       | 31-3-1968 to 30-6-1968                                     |

The 9th May 1968

No. 5-CA(1)/2/68-69—With reference to this Institute's Notification No. 4-CA(1)/11/67-68, dated 11th July 1967, it is hereby notified in pursuance of Regulation 18 of the Chartered Accountants Regulations, 1964, that in exercise of the powers conferred by Regulation

17 of the said Regulations, the Council of the Institute of Chartered Accountants of India has restored to the Register of Members with effect from the 6th May 1968, the name of Shri Mrinal Kanti Pakrashi, A.C.A., 17/5, Paddapukur Road, P.O. Regent Park, Calcutta-1 (Membership No. 8463).

(CHARTERED ACCOUNTANTS)

*The 16th May 1968*

No. 1-CA(25)/68—The following draft of certain amendment to the Chartered Accountants Regulations, 1964, which it is proposed to make in exercise of the powers conferred by sub-sections (1) and (3) of Section 30 of the Chartered Accountants Act, 1949 (Act XXXVIII of 1949), is published for information of all persons likely to be affected thereby and notice is hereby given that the draft will be taken up for consideration on or after the 26th June 1968.

Any objection or suggestion which may be received from any person with respect to the said draft before the date specified will be considered by the Council of the Institute of Chartered Accountants of India, New Delhi.

In the said Regulations :—

Between the existing sub-paragraphs (2) and (3) of Paragraph 12 of Schedule 'B', insert the following sub-paragraph (2A), viz.:

“(2A) (1) Notwithstanding anything contained in sub-paragraphs (1) and (2), a person who passes the Intermediate Examination held by the Institute in November 1968 and thereafter, securing a minimum of 60% of the total marks in the examination in his first appearance shall also be eligible for a reduction of one year in the prescribed period of practical training.

(2) Application for reduction of one year in the period of training shall be sent to the Secretary, through the Employer, so as to reach him within 60 days of the declaration of the result of the appropriate Intermediate Examination.”

C. BALAKRISHNAN  
Secretary

#### THE INSTITUTE OF COST AND WORKS ACCOUNTANTS OF INDIA

(COST ACCOUNTANTS)

*Calcutta-16, the 11th May 1968*

No. 16-CWR(26)/68—In pursuance of Regulation 16 of the Cost and Works Accountants Regulations, 1959, it is hereby notified that in exercise of the powers conferred by Clause (a) of sub-section (1) of Section 20 of the Cost and Works Accountants Act, 1959, the Council of the Institute of Cost and Works Accountants of India has removed from the Register of Members, on account of death, the name of Shri Ramaswamy Srinivasan, Nagamalai Road, Madras-28, (Membership No. 469) with effect from 21st March 1968.

S. N. GHOSE  
Secretary

#### SALAR JUNG MUSEUM BOARD

TEXT

*Hyderabad, the 12th May 1968*

No. 1-1/67-42—The Salar Jung Museum, Andhra Pradesh, Hyderabad, arranged at its newly constructed building will be reopened to the public on 1st June, 1968.

(By Order of the Governor of Andhra Pradesh  
and the Chairman, Salar Jung Museum Board  
Hyderabad)

V. D. KRISHNASWAMI  
Director

#### NATIONAL COOPERATIVE DEVELOPMENT CORPORATION SERVICE REGULATIONS

In exercise of the powers conferred by section 23 of the National Cooperative Development Corporation Act, 1962 (26 of 1962), the National Cooperative Development Corporation, with the previous sanction of the Central Government, hereby makes the following regulations, namely :—

#### CHAPTER—I

##### PRELIMINARY

##### 1. *Short title, commencement and application.*—

1. These regulations may be called the National Cooperative Development Corporation Service Regulations, 1967.
2. They shall come into force on the date of their publication in the Gazette of India.
3. They shall apply to all the employees of the Corporation except the Secretary, and the personnel employed by the Corporation on contract or on deputation in respect of all matters not regulated by the contract or by the terms of deputation as the case may be.

2. *Interpretation.*—Where any dispute arises regarding the interpretation of these regulations, it shall be decided by the Executive Committee of the National Cooperative Development Corporation.

#### CHAPTER—II

##### DEFINITIONS AND CLASSIFICATIONS

3. *Definitions.*—In these regulations, unless the context otherwise requires :—

- (a) “appointing authority” means the Executive Committee or the authority to which are delegated powers of appointment of the employees by the Executive Committee;
- (b) “Corporation” means the National Cooperative Development Corporation established under section 3 of the National Cooperative Development Corporation Act, 1962 (26 of 1962);
- (c) “employee” means a person in the whole-time or part-time employment of the Corporation but does not include a person employed on daily wages;
- (d) “Executive Committee” means the Executive Committee of the Corporation;
- (e) “Financial Adviser” means the Financial Adviser of the Corporation appointed under rule 12 of the National Cooperative Development Corporation Rules, 1963;
- (f) “Secretary” means the Secretary of the Corporation;
- (g) “Joint Secretary” means the Joint Secretary of the Corporation;
- (h) “Selection Committee” means the Committee appointed by the Executive Committee or the appointing authority for selecting personnel for various posts in the Corporation.

4. *Classification of Employees.*—The employees of the Corporation are classified as under :—

Class I—Officers, the minimum of whose scale of pay is Rs. 350/- or more.

Class II—Ministerial and technical staff, the minimum of whose scale of pay is Rs. 210/- or more but below Rs. 350/-.

Class III—Ministerial and technical staff, the minimum of whose scale of pay is Rs. 110/- or more but below Rs. 210/-.

Class IV—Other staff (peons and the like), the minimum of whose scale of pay is less than Rs. 110/-.

### CHAPTER—III

#### RECRUITMENT, APPOINTMENTS ETC.

5. *Number and Category of Staff.*—The Executive Committee or such other authority, to whom powers in this respect may be delegated, shall determine, from time to time, the number and category of the staff employed under the Corporation, both permanent and temporary, under various classes.

6. *Appointing Authority.*—Appointments to all posts, other than the Secretary, shall be made by the authorities to whom powers may be delegated in this behalf by the Executive Committee.

7. *Recruitment and Appointment.*—Appointments to various posts shall be made by direct recruitment or by promotion or by borrowing officers from the Central Government, State Governments, public sector undertakings, statutory bodies or co-operative institutions in accordance with such terms and conditions as may be laid down from time to time by the Executive Committee:

Provided that, in making any such appointments, vacancies shall be reserved for members of the Scheduled Castes or Scheduled Tribes in accordance with the general instructions issued by the Central Government from time to time.

8. *Furnishing of Security.*—A person holding, or appointed to, the post of store keeper or cashier shall furnish such security in cash or otherwise, as the Secretary may determine.

9. *Probation.*—(1) Every employee selected by direct recruitment shall be appointed on probation for a period of two years :

Provided that the appointing authority may, in exceptional circumstances of any case, reduce the period of probation for reasons to be recorded in writing.

(2) The appointing authority may, if it thinks fit, in the case of any employee, extend the period of probation, such extended period being not more than two years.

(3) A probationer shall be liable to be discharged from service if—

(a) he fails to perform satisfactorily the duties assigned to him during the period of probation or undergo to the satisfaction of the appointing authority any training that may be prescribed during the period of probation, or

(b) the appointing authority is satisfied that the probationer was ineligible for appointment to the post or cadre in the Corporation to which he is appointed.

(4) Such discharge of a probationer shall not amount to removal or dismissal from service.

10. *Medical Certificate.*—(1) Every Class I employee, other than a person on deputation from the Central Government, State Government, local authority or public sector undertaking or a retired Government servant re-employed under the Corporation, within three months of his retirement, shall be required to undergo a medical examination by a Medical Board duly constituted by the Director General, Health Services, under the Central Government.

(2) In the case of a female candidate appointed to a class I post, the medical certificate shall be signed by a Medical Board, having as one of its members, a woman doctor possessing any of the medical qualifications included in one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956).

(3) Every class II and class III employee, other than a person on deputation from the Central Government, State Government, local authority or public sector undertaking or retired Government servant re-employed under the Corporation within three months of his retirement, shall be required to produce a medical certificate in the form prescribed by the Secretary, from a Civil Surgeon or a District Medical Officer or any other Medical Officer of equivalent status.

(4) Every class IV employee shall be required to produce a medical certificate from an authorised medical attendant possessing any of the medical qualifications included in one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956), or where there is no such authorised medical attendant, by a Government Medical Officer of the nearest dispensary or hospital, possessing such qualifications.

(5) The following classes of employees are exempted from producing medical certificate under this regulation, namely :—

(a) a person employed under the Corporation in a temporary vacancy for a period not exceeding three months; and

(b) an employee of the Corporation who has already been medically examined in respect of his service in some Government office if he is appointed under the Corporation within three months of his resigning or leaving the service in such Government office.

11. *Notice by an Employee.*—(1) A temporary employee of the Corporation shall not leave or discontinue service in the Corporation without giving one month's notice in writing of his intention to do so.

(2) Where the employee fails to give such notice, he shall be required to pay to the Corporation an amount equivalent to his one month's salary.

(3) The appointing authority may, in its discretion, waive such notice in appropriate cases.

12. *Termination of Service of an Employee.*—(1) The services of a temporary employee other than a probationer may be terminated by giving him one month's notice or salary in lieu thereof.

(2) The services of a permanent employee may be terminated by giving him three months' notice or salary in lieu thereof if he is declared medically unfit on account of any ailment which he develops while in service, disabling him from discharging his normal duties or if the post is abolished.

(3) The power to terminate the services of an employee may be exercised by the appointing authority.

13. *Superannuation.*—(1) Every member of class IV staff shall retire when he attains the age of sixty.

(2) Every employee other than a class IV employee shall retire when he attains the age of fifty-eight provided that when it is in public interest to retain an employee after the age of fifty-eight, he may be re-employed for a period of one year at a time till he attains the age of sixty.

(3) No employee shall be re-employed after he completes the age of sixty, except in exceptional circumstances.

(4) The power to re-employ an employee who has completed the age of sixty shall be exercised only by the Executive Committee.

(5) Notwithstanding anything contained in this regulation :—

- (i) if the Executive Committee is of opinion that it is in public interest so to do, it may retire any employee (except an employee of class IV) who has attained the age of fifty-five by giving him notice in writing of not less than three months;
- (ii) any employee may after giving three months' notice in writing, voluntarily retire on attaining the age of fifty-five years.

#### CHAPTER—IV

##### PAY AND ALLOWANCES

14. *Pay Scales.*—(1) The scales of pay of the employees other than the Secretary of the Corporation shall, unless otherwise determined by the Executive Committee, be as indicated below :

| Name of Post                          | Scale of Pay                                                 |
|---------------------------------------|--------------------------------------------------------------|
|                                       | (Rs.)                                                        |
| 1. Joint Secretary .. ..              | 1100-50-1300-60-1600-100-1800.                               |
| 2. Financial Adviser .. ..            | 1300-60-1600.                                                |
| 3. Director .. ..                     | 1300-60-1600.                                                |
| 4. Deputy Director .. ..              | 700-40-1100-50/2-1250.                                       |
| 5. Assistant Director .. ..           | 400-25-500-30-550-EB-30-800-EB-30-830-35-900.                |
| 6. Accounts Officer .. ..             | 550-30-800-EB-30-830-35-500.                                 |
| 7. Administrative Officer .. ..       | 400-25-500-30-550-EB-30-800-EB-30-830-35-900.                |
| 8. Senior Technical Assistant .. ..   | 325-15-475-EB-20-575.                                        |
| 9. Accountant .. ..                   | 270-15-435-EB-20-575.                                        |
| 10. Junior Technical Assistant .. ..  | 210-10-270-15-300-EB-15-450-EB-20-530.                       |
| 11. Assistant .. ..                   | 210-10-270-15-300-EB-15-450-EB-20-530.                       |
| 12. Stenographer (Senior) .. ..       | 325-15-475-EB-20-575.                                        |
| 13. Stenographer (Junior) .. ..       | 210-10-270-15-300-EB-15-450-EB-20-530.                       |
| 14. Steno-typist .. ..                | 110-3-131-4-155-EB-4-175-5-180 plus special pay of Rs. 20/-. |
| 15. Upper Division Clerk .. ..        | 130-5-160-8-200-EB-8-256-EB-8-280-10-300.                    |
| 16. Lower Division Clerk .. ..        | 110-3-131-4-155-EB-4-175-5-180.                              |
| 17. Computer .. ..                    | 110-4-150-EB-4-170-5-180-EB-5-200.                           |
| 18. Care-taker .. ..                  | 110-3-131-4-155-EB-4-175-5-180.                              |
| 19. Telephone Operator .. ..          | 110-3-131-4-155-EB-4-175-5-180.                              |
| 20. Staff Car Driver .. ..            | 150-5-175-6-205.                                             |
| 21. Scooter Rider .. ..               | 100-3-130.                                                   |
| 22. Roneo Operator (Senior) .. ..     | 110-3-131.                                                   |
| 23. Roneo Operator (Junior) .. ..     | 80-1-82-5-95-EB-3-110.                                       |
| 24. Record Sorter .. ..               | 80-1-85-2-95-EB-3-110.                                       |
| 25. Drafty, Packer and Jama'car .. .. | 75-1-85-EB-2-95.                                             |
| 26. Other class IV employees .. ..    | 70-1-80-EB-1-85.                                             |

(2) The pay of every employee on deputation with the Corporation shall be determined in consultation with the employer under whom he was serving before the deputation.

15. *Dearness and Compensatory Allowance.*—(1) Unless otherwise stipulated in the terms and conditions of employment, an employee shall be entitled to the dearness, compensatory (city) and house rent allowances at the same rate and subject to the same terms and conditions as are applicable to corresponding Central Government employees.

(2) When an employee occupies residential accommodation provided by the Central Government, rent for

which is charged under Rule 45(B) of the Fundamental Rules or at such market rates as may be determined by the Government from time to time, he shall be liable to pay the rent which would have been payable by him for that accommodation if he were a Government servant or in the case of an officer who is on deputation from the Central Government, rent at the rate at which he would have been required to pay had he not come on deputation.

#### CHAPTER—V

##### DISCIPLINE

16. *Liability for Foreign Service.*—The Corporation may place the services of any employee who has been selected by direct recruitment, at the disposal of the Central Government, a State Government, a public sector undertaking any other statutory authority or a cooperative institution on such terms and conditions as the Executive Committee may specify.

17. *General.*—(1) Every employee shall at all times—

- (i) maintain absolute integrity;
- (ii) maintain devotion to duty; and
- (iii) do nothing which is unbecoming of an employee.

(2) (i) Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority;

(ii) No employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his superior official and shall, where he is acting under such direction, obtain the direction in writing, wherever practicable, and where it is not practicable to obtain the direction in writing, he shall obtain written confirmation of his direction as soon thereafter as possible.

*Explanation.*—Nothing in clause (ii) of sub-regulation (2) shall be construed as empowering an employee to evade his responsibility by seeking instructions from, or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities applicable to him.

18. *Employment of near relative of Employee in Private undertaking enjoying corporation Patronage.*—(1) No employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any private undertaking with which the Corporation has official dealings.

(2) (i) No Class I Officer shall, except with the prior permission of the Executive Committee, permit his son, daughter or other dependent to accept employment in any private undertaking with which he has official dealings or in any other undertaking having official dealings with the Corporation ;

Provided that where the acceptance of the employment cannot await the grant of prior permission of the Executive Committee or is otherwise considered urgent, the matter shall be reported to the Corporation; and the employment may be accepted provisionally subject to the permission of the Chairman of the Executive Committee.

(2) An employee other than a Class I employee, shall, as soon as he become aware of the acceptance by a member of his family of an employment of the nature referred to in clause (i), intimate the fact of such acceptance to the Secretary and shall also intimate whether the employee has or had any official dealings with the concerned undertaking.

(3) No employee shall, in the discharge of his official duties, deal with any matter or give or sanction any contract to any undertaking or any other person if any member of his family is employed in that undertaking or under that person or if the employee or any member of his family has interest in such matter or contract in any other manner, and the employee shall refer every such matter or contract to the Secretary and the matter or contract shall thereafter be disposed of according to the instructions of the Secretary.

19. *Taking part in Politics and Elections.*—(1) No employee shall be a member of, or be otherwise associated with any political party or any organisation which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.

(2) It shall be the duty of every employee to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner, any movement or activity which is, or tends directly or indirectly to be, subversive of the Corporation and the Government as by law established and where an employee is unable to prevent a member of his family from taking part in, or subscribing in aid of or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the Secretary.

(3) If any question arises whether a party is a political party or whether any organisation takes part in politics or whether any movement or activity falls within the scope of sub-regulation (2), the decision of the Executive Committee thereon shall be final.

(4) No employee shall canvass or otherwise interfere with or use his influence in connection with or take part in, an election to any Legislature or local authority provided that—

- (i) an employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication to any person of the manner in which he proposes to vote or has voted;
- (ii) an employee shall not be deemed to have contravened the provisions of this sub-regulation by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

*Explanation.*—The display by an employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-regulation.

20. *Joining of Associations by Employees.*—No employee shall join, or continue to be a member of, an association, the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality or to the interests of the Corporation.

21. *Demonstrations and Strikes.*—No employee shall—

- (i) engage himself or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign states, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence, or
- (ii) resort to or in any way abet any form of strike in connection with any matter pertaining to his service or the service of any other employee.

22. *Connection with Press or Radio.*—(1) No employee shall, except with the previous sanction of the Secretary, own wholly or in part, or conduct or participate in the editing or management of, any newspaper or other periodical publication.

(2) No employee shall, except with the previous sanction of the Secretary or in the *bonafide* discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either in his own name or anonymously, pseudonymously or in the name of any other person to any newspaper or periodical :

Provided that no such sanction shall be required if such broadcast or contribution is of a purely literary, artistic or scientific character.

23. *Criticism of Corporation.*—No employee shall, in any radio broadcast or in any document published in his own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion—

- (i) which has the effect of an adverse criticism of any policy or action of the Corporation or Government,
- (ii) which is capable of embarrassing the relations between the Corporation, Central Government and the Government of any State; or
- (iii) which is capable of embarrassing the relations between the Central Government and the Government of any Foreign State ;

Provided that nothing in this regulation shall apply to any statements made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

24. *Evidence before Committee or any other Authority.*—(1) Save as provided in sub-regulation (3), no employee shall, except with the previous sanction of the Secretary, give evidence in connection with any inquiry conducted by any person, committee or authority.

(2) where any sanction has been accorded under sub-regulation (1), no employee while giving such evidence shall criticise the policy or any action of the Corporation or Government.

(3) Nothing in this regulation shall apply to—

- (a) evidence given at any inquiry before an authority appointed by the Corporation, Government, Parliament or a State Legislature; or
- (b) evidence given in any judicial inquiry; or
- (c) evidence given at any departmental inquiry ordered by the Corporation or the Executive under these regulations to order a departmental Committee or any other officer empowered inquiry.

25. *Unauthorised Communication of Information.*—No employee shall, except in accordance with any general or special order of the Corporation, the Executive Committee or his superior officer, or in the performance in good faith of the duties assigned to him communicate, directly or indirectly the contents of any official document or any part thereof or other information to any other employee or any other person to whom he is not authorised to communicate such contents or information.

26. *Subscriptions.*—No employee shall, except with the previous sanction of the Secretary ask for or accept any contribution to, or otherwise associate himself with the raising of, any funds or other collection in cash or in kind in pursuance of any object whatsoever.

27. *Gifts*.—(1) Save as otherwise provided in these regulations, no employee shall accept or permit any member of his family or any person acting on his behalf, to accept any gift.

*Explanation* : The expression 'gift' shall include free transport, boarding, lodging, or other service or any pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the employee.

NOTE 1 : A casual meal, lift, or other social hospitality shall not be deemed to be a gift.

NOTE 2 : An employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organisations and the like.

(2) Where a gift is received on an occasion, such as a wedding, anniversary, funeral or religious function when the making of a gift is in conformity with the prevailing religious or social practice, an employee may make a report to the Corporation if the value of such gift exceeds—

- (i) Rs. 500 in the case of an employee holding any class I or class II post;
- (ii) Rs. 250 in the case of an employee holding any class III post; and
- (iii) Rs. 100 in the case of an employee holding any class IV post.

(3) On such occasions as are specified in sub-regulation (2), an employee may accept gifts from his personal friends having no official dealing with him, but he shall make a report to the Corporation if the value of any such gift exceeds—

- (i) Rs. 200 in the case of an employee holding any Class I or Class II post;
- (ii) Rs. 100 in the case of an employee holding any Class III post; and
- (iii) Rs. 50 in the case of an employee holding any Class IV post.

(4) In any case other than those referred to in sub-regulations (2) and (3), an employee shall not accept any gift without the previous sanction of the Secretary if the value thereof exceeds—

- (i) Rs. 75 in the case of an employee holding any Class I and Class II and post; and
- (ii) Rs. 25 in the case of any employee holding any Class III or Class IV post.

28. *Public Demonstrations in Honour of Employees*.—No employee shall, except with the previous sanction of the Secretary, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour, or in honour of any other employee :

Provided that the prohibition contained in this regulation shall not apply to—

- (i) a farewell entertainment of a substantially private and informal character held in honour of an employee on the occasion of his retirement or transfer or of any person who has recently quit the service of the Corporation; or
- (ii) the acceptance of simple and inexpensive entertainments arranged by public bodies or institutions.

NOTE—Exercise of pressure or influence of any sort on any employee to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character, and the collection of subscriptions from Class IV employees under any circumstances for the entertainment of any employee not belonging to Class IV is forbidden.

## 29. *Private Trade or Employment*.—

- (1) No employee shall, except with the previous sanction of the Secretary engage himself directly or indirectly in any trade or business or undertake any other employment :

Provided that an employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer and that he shall discontinue such work if so directed by the Secretary.

*Explanation*—Canvassing by an employee in support of the business of insurance agency, commission agency and the like owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-regulation.

- (2) Every employee shall report to the Secretary if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.
- (3) Except in the discharge of his official duties, no employee shall, without the previous sanction of the Secretary, take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 (1 of 1956), or any other law for the time being in force, or any cooperative society for commercial purposes :

Provided that an employee may take part in the registration, promotion or management of a cooperative society intended substantially for the benefit of employees, and which is required to be registered under the Cooperative Societies Act, 1912 (2 of 1912), or any other laws for the time being in force, or of a literary, scientific or charitable society required to be registered under the Societies Registration Act, 1860 (21 of 1860), or any corresponding law in force.

- (4) No employee shall accept any fee for any work done by him for any public body or any private person without the sanction of the Secretary.

## 30. *Investment, Lending and Borrowing*.—

- (1) No employee shall speculate in any stock, share or such other investment.

*Explanation* :—Frequent purchase or sale or both, of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-regulation.

- (2) No employee shall make or permit any member of his family or any person acting on his behalf to make any investment which is likely to embarrass or influence him in the discharge of his official duties.
- (3) If any question arises whether any transaction is of the nature referred to in sub-regulation (1) or sub-regulation (2), the decision of the Executive Committee thereon shall be final.
- (4) No employee shall, save in the ordinary course of business with a bank or a firm of standing, duly authorised to conduct banking business, either himself or through any member of his family or any other person acting on his behalf.

- (i) lend or borrow money, as principal or agent, to or from any person within the local limits of his authority or with whom

he is likely to have official dealings, or otherwise place himself under any pecuniary obligation to such person, or

- (ii) lend money to any person on interest or in a manner whereby return in money or in kind is charged or paid :

Provided that an employee may, give to, or accept from a relative or a personal friend a purely temporary loan of a small amount free of interest, or operate a credit account with a bona-fide tradesman or make an advance of pay to his private employee.

### 31. *Insolvency and Habitual Indebtedness.*—

- (1) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency.
- (2) An employee against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the Corporation.

NOTE.—The burden of proving that the insolvency or indebtedness was the result of circumstances which, with the exercise of ordinary diligence, the employee could not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the employee.

### 32. *Movable, Immovable and Valuable Property.*—

- (1) Every employee shall, on his first appointment to any post and thereafter at such intervals as may be specified by the Secretary, submit a return of his assets and liabilities in such form as may be prescribed by the Secretary giving the full particulars regarding—
  - (i) the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person;
  - (ii) shares, debentures and cash including bank deposits inherited by him or owned, acquired or otherwise held by him;
  - (iii) other movable property inherited, owned, acquired or otherwise held by him; and
  - (iv) debts and other liabilities incurred by him directly or indirectly.

NOTE—1. Sub-regulation (1) shall not ordinarily apply to class IV servants but the Executive Committee in appropriate cases may direct, by order in writing, that it shall apply to any such employee or class of such employees.

NOTE—2. In all returns, the value of items of movable property worth less than Rs. 1,000.00 may be added together and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books and the like need not be included in such returns.

NOTE—3. Every employee who is in service on the date of commencement of these regulations shall submit a return under this sub-regulation on or before such date as may be specified by the Secretary after such commencement.

NOTE—4. Officers on deputation from Central or State Governments shall send the prescribed returns of property directly to their respective Governments with a copy to the Secretary.

- (2) No employee of the Corporation shall, except with the previous permission of the Secretary acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family :

Provided that the previous sanction of the Chairman of the Executive Committee in the case of Class I Officers and the Secretary in the case of other employees shall be obtained by the employee if any such transaction is—

- (i) with a person having official dealing with the employee; or
- (ii) otherwise than through a regular or reputed dealer.

- (3) Every employee shall report to the Secretary the purchase or sale of any movable property either in his own name or in the name of a member of his family, if the value of such property exceeds Rs. 1,000.00 in the case of an employee holding any Class I or Class II post or Rs. 500.00 in the case of any employee holding any Class III or Class IV post :

Provided that the previous sanction of the Vice-Chairman of the Executive Committee in the case of Class I employees and of the Secretary in other cases shall be obtained if any such transaction is—

- (i) with a person having official dealings with the employee; or
- (ii) otherwise than through a regular or reputed dealer.

- (4) The Secretary may, at any time, by general or special order, require an employee to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him, or on his behalf or any member of his family as may be specified in the order. Such statement shall, if so required by the Secretary, include the details of the means by which, or the sources from which, such property was acquired.
- (5) The Executive Committee may exempt any category of an employee belonging to Class III or Class IV from any of the provisions of this regulation except sub-regulation (4).

Explanation.—For the purposes of this regulation, the expression movable property includes—

- (i) jewellery, insurance policies the value of annual premia of which exceeds Rs. 1000.00, and any amount equal to one-sixth of the total annual emoluments received from the Corporation, Shares, Securities and Debentures;
- (ii) loans advanced by an employee, whether secured or not;
- (iii) motor cars, motor cycles, horses, or any other means of conveyance; and
- (iv) refrigerators, radios and radiograms.

### 33. *Vindication of Acts and Character of Employees.*—

- (1) No employee shall, except with the previous sanction of the Secretary, have recourse to any court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or any attack of a defamatory character.
- (2) Nothing in this regulation shall be deemed to prohibit an employee from vindicating his private character or any act done by him in

his private capacity and where any action for vindicating his private character or any act done by him in his private capacity is taken, the employee shall submit a report to the Secretary regarding such action.

34. *Canvassing of non-official or other influence.*—No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Corporation.

35. *Bigamous Marriages.*—

- (1) No employee, who has a wife living, shall contract another marriage without first obtaining the permission of the Executive Committee, notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.
- (2) No female employee shall marry any person who has a wife living without first obtaining the permission of the Executive Committee.

36. *Consumption of Intoxicating Drinks and Drugs.*—

An employee shall—

- (i) strictly abide by the law relating to intoxicating drinks or drugs in force in the area in which he may happen to be for the time being;
- (ii) take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drink or drug;
- (iii) not appear in a public place in a state of intoxication;
- (iv) not habitually use any intoxicating drink or drug to excess.

37. *Prohibition to Absence Without Leave.*—An employee shall not absent himself from his duties or from the station of his posting without having first obtained the permission of the appropriate authority.

38. *Imposition of Penalties.*—The following penalties may, for good and sufficient reasons, be imposed on an employee, namely :—

A. *Major penalties :*

- (i) Dismissal from service which shall be disqualification for future employment in the Corporation;
- (ii) Removal from service, which shall not be a disqualification for future employment in the Corporation;
- (iii) Reduction in rank to a lower grade in service or post on a lower time-scale;
- (iv) compulsory retirement.

B. *Minor penalties :*

- (v) censure;
- (vi) withholding of promotion for a specified period;
- (vii) withholding of increments;
- (viii) recovery from pay of the whole or part of any pecuniary loss caused to the Corporation by negligence or breach of orders.

*Explanation :* The following shall not amount to a penalty within the meaning of this regulation, namely :—

- (1) withholding of increments of an employee for failure to qualify in a training course or to pass a departmental examination in accordance with the orders governing the service or post or the terms of his appointment;

- (ii) stoppage of an employee at the efficiency bar in the time-scale on the ground of his unfitness to cross the bar;
- (iii) non-promotion of an employee, whether in a substantive or in an officiating capacity, after due consideration of his case, to a higher post for promotion to which he is eligible on the basis of his service record, seniority and the like;
- (iv) reversion to a lower service, grade or post of an employee officiating in a higher service, grade or post on the ground that he is considered after trial, to be unsuitable for such higher service, grade or post or on administrative grounds unconnected with his conduct;
- (v) reversion to his permanent service, grade or post of an employee appointed on probation to another service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing probation;
- (vi) replacement of the services of an employee whose services have been borrowed from a State government or an authority under the control of a State government at the disposal of the authority which had lent his services;
- (vii) compulsory retirement of an employee in accordance with the provisions relating to his superannuation or retirement;
- (viii) termination of the services—
  - (a) of an employee appointed on probation, during or at the end of the period of probation, in accordance with the terms of his appointment or the rules and orders governing probation; or
  - (b) of an employee employed under an agreement, in accordance with the terms of such agreement; or
  - (c) of an employee in accordance with regulation 12.

39. *Authorities for Imposing Penalties.*—(1) The disciplinary authorities for imposing minor or major penalties in relation to the employees shall be as under :—

| Class of employees | Authority for minor penalties | Authority for major penalties |
|--------------------|-------------------------------|-------------------------------|
| Class I ..         | Secretary                     | Appointing authority          |
| Class II ..        | Secretary                     | Appointing authority          |
| Class III ..       | Joint Secretary               | Appointing authority          |
| Class IV ..        | Administrative Officer        | Appointing authority          |

NOTE. No penalty shall be imposed on the Financial Adviser except in consultation and with the concurrence of the Government of India.

*Explanation.*—Disciplinary authority means the authority competent to impose a penalty under regulation 38.

(2) Whenever it is found necessary to take disciplinary action against a deputationist, such action shall be taken in accordance with the relevant rules applicable to him in his parent department in the Central or State Government or in the undertaking or local authority, as the case may be, and in consultation with the parent department, undertaking or local authority. In the light of the findings in the disciplinary proceedings taken against such an employee—

- (a) if the disciplinary authority is of the opinion that any of the minor penalties should be im-



posed on him, it may, after consultation with the lending authority pass such orders on the case as it may deem necessary;

provided that in the event of difference of opinion between the borrowing authority and the lending authority, the services of the employee shall be replaced at the disposal of the lending authority :

- (b) if the disciplinary authority is of the opinion that any of the major penalties should be imposed on such employee, the services of such employee shall be replaced at the disposal of the lending authority and proceedings of the inquiry shall be transmitted by the borrowing authority to the lending authority for such action as it may deem necessary.

40. *Information to the Employee before taking Disciplinary Action.*—An employee shall be informed in writing, when it is proposed to take disciplinary action against him, of the allegations on which it is proposed to take action and he shall be given an opportunity to make a representation he may wish to make in this regard by the prescribed date. A formal charge-sheet with a statement of allegations shall be served on him if it is proposed to hold a departmental inquiry against him after considering such representation, if any.

41. *Procedure for imposing Major Penalties :—*

- (1) Without prejudice to the provisions of the Public Servants (Inquiries) Act, 1850 (37 of 1850), no order imposing on an employee any of the penalties specified in these regulations shall be passed except after an inquiry, held as far as may be, in the manner hereinafter provided.
- (2) The appointing authority shall frame definite charges on the basis of the allegations on which the inquiry is proposed to be held. Such charges together with a statement of the allegations on which they are based, shall be communicated in writing to the employee and he shall be called upon to submit, within such time as may be specified, to the enquiry officer, a written statement of his defence and also to state whether he desires to be heard in person.

*Explanation :* In this regulation

- (a) "appointing authority" means the officer authorised or empowered to make appointment of the class of officials against whom departmental inquiry has been ordered or a penalty is proposed to be levied.
- (b) "enquiry officer" means a Board of Enquiry or an enquiry officer constituted or appointed, as the case may be, by the appointing authority to hold a departmental inquiry into the charges approved by the appointing authority.
- (c) "disciplinary authority" means the authority competent to impose a penalty under regulation 39.
- (3) The employee shall, for the purpose of preparing his defence, be permitted to inspect and take extracts from such official records as he may specify, provided that such permission may, by order in writing, be refused by the enquiry officer, if in his opinion such records are not relevant for the purpose or it is against the public interest to allow him access thereto.
- (4) On receipt of the written statement or where no such statement is received within the time

specified, the enquiry officer may inquire into such of the charges as are not admitted.

- (5) The Secretary may nominate any person to present the case in support of the charges before the enquiry officer.
- (6) The employee concerned shall, ordinarily, not be permitted to engage a legal practitioner for the purpose of his defence unless the enquiry officer, for special reasons to be recorded in writing and in consideration of the circumstances of the case, orders otherwise.
- (7) The enquiry officer shall, in the course of the inquiry, summon such documentary evidence including records of the Corporation and take such oral evidence in the presence of the employee as may be relevant or material to the charges.
- (8) The employee shall be entitled to cross-examine witnesses examined in support of the charges and to give evidence in person and the person presenting the case in support of the charges shall be entitled to cross-examine the employee and the witnesses examined in his defence.
- (9) The enquiry officer may, if he considers that the evidence of any witness is not relevant or material to the subject matter of the enquiry, refuse to examine such witness, recording the grounds for the refusal.
- (10) Documents shall be admitted in evidence in original and secondary evidence in respect thereof shall be admissible only when the same is proved or attested in the presence of the employee concerned.
- (11) The enquiry officer shall record the statement of the employee concerned when the evidence in support of the charges against him is concluded.
- (12) In conducting the inquiry, the enquiry officer shall act in a quasi-judicial manner.
- (13) The enquiry officer may alter the charges originally framed if the evidence adduced at the inquiry so warrants, provided that findings shall not be recorded on the newly framed charges unless the employee has had the opportunity to defend himself against them.
- (14) At the conclusion of the inquiry, the enquiry officer shall prepare a report of the inquiry recording his finding of "guilty" or "not guilty", as the case may be, on each of the charges together with the reasons therefor.
- (15) The enquiry officer shall not, under any circumstances, make recommendations relating to the nature or quantum of penalties or punishments that may be imposed.
- (16) The records of the inquiry shall include:
- (i) the charges framed against the employee and the statement of allegations communicated to him under sub-regulation (2);
  - (ii) his written statement of defence, if any;
  - (iii) the oral evidence taken in the course of the inquiry;
  - (iv) the documentary evidence considered in the course of the inquiry;
  - (v) the orders, if any, made by the enquiry officer in regard to the inquiry; and
  - (vi) a report setting out the findings on each charge and the reasons therefor.

- (17) The enquiry officer shall, at the conclusion of the inquiry, send his report with the other records of the inquiry referred to in sub-regulation (16) to the Secretary of the Corporation, who shall forward the report of inquiry together with its records to the disciplinary authority unless he himself is the disciplinary authority under regulation 39.
- (18) (a) If the disciplinary authority, after going through the report of the enquiry officer, is of the opinion that any of the major penalties specified in regulation 38 should be imposed, he shall, after recording his reasons in this behalf, pass a provisional order indicating his decision to impose such penalty.
- (b) The disciplinary authority shall then communicate to the employee the provisional decision and also send him a copy of the provisional order referred to in clause (a), together with a copy of the report of the enquiry officer.
- (c) The employee concerned shall be given an opportunity, within a specified time, to submit such representation, as he may wish to make, against the penalty proposed, but only on the basis of the evidence adduced during the inquiry.
- (d) The disciplinary authority shall then consider the representation, if any, made by the employee under clause (c) and finally determine what penalty, if any, should be imposed on the employee and shall pass appropriate orders in the case.
- (19) If the disciplinary authority having regard to the findings of the enquiry officer and the circumstances of the case and after consideration of such representation as may be filed by the employee under clause (c) of sub-regulation (18) is finally of the opinion that the penalty to be imposed is a minor penalty specified in regulation 38 and not a major penalty specified therein, it shall pass appropriate orders in the case, notwithstanding the fact that under regulation 39 the authority competent to pass orders in respect of the minor penalties is a lower authority. Reasons shall, however, be recorded in the final order as to why a minor penalty has been imposed instead of a major one.
- (20) If the disciplinary authority to whom the case has been forwarded under sub-regulation (17) is of the view, on consideration of the finding of the enquiry officer and records of the departmental inquiry, that the case against the employee concerned on any of the charges has not been established, he shall, by order in writing, after recording his reasons, absolve the employee from any disciplinary action and discharge him and thereupon, if he himself is not the Secretary, forward his order together with the records of the departmental inquiry proceedings to the Secretary.
- (21) Final order passed by the disciplinary authority in a departmental inquiry shall be communicated to the employee concerned and a copy of the final order shall be furnished to him.

42. *Procedure for Imposing Minor Penalties.*—(1) No order imposing any of the minor penalties specified in regulation 38 shall be passed except after—

- (a) the employee has been informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and given an opportunity to make any

representation he may wish to make in that behalf;

- (b) such representation, if any, is taken into consideration by the authority competent to impose such a penalty.

(2) The record of proceedings in such cases shall include :—

- (i) a copy of the intimation to the employee of the proposal to take action against him;
- (ii) a copy of the statement of allegations communicated to him;
- (iii) his representation, if any;
- (iv) the orders in the case together with the reasons therefor.

43. *Procedure Regarding Suspension.*—(1) The authorities as shown below may place under suspension any employee of the Corporation other than a deputationist:—

- (a) where disciplinary proceedings against him are contemplated or are pending; or
- (b) where a case against him in respect of any criminal offence is under investigation or trial.

| Class of Officers        | Authority competent to pass orders of suspension |
|--------------------------|--------------------------------------------------|
| Class I .. .. .          | Appointing Authority.                            |
| Class II .. .. .         | Secretary.                                       |
| Class III and IV .. .. . | Joint Secretary.                                 |

NOTE :—The authorities mentioned above shall also be competent to re-instate suspended employees.

(2) The employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours shall be deemed to have been suspended with effect from the date of detention by an order of the appointing authority, and the employee shall remain under suspension until further orders.

(3) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee under suspension is set aside in appeal or on review under these regulations and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force from the date of the original order of dismissal, removal or compulsory retirement and shall still remain in force until further orders.

(4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority competent to impose a penalty, on consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal, removal or compulsory retirement, and shall continue to remain under suspension until further orders.

(5) An order of suspension made or deemed to have been made under this regulation may, at any time, be revoked by the authority which made or is deemed to have made the order.

44. *Payment during the period of Suspension.*—(1) An employee under suspension shall be entitled to re-

ceive for the period of such suspension the following payments, namely :—

- (a) a subsistence allowance at an amount equal to the leave salary, which the employee would have drawn if he had been on leave on half average pay or on half pay, and in addition dearness allowance, if admissible, based on such leave salary :

Provided that, where the period of suspension exceeds twelve months, the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first twelve months, as follows :—

- (i) the amount of subsistence allowance may be increased by a suitable amount, not exceeding fifty per cent of the subsistence allowance admissible during the first twelve months, if, in the opinion of the said authority, the period of suspension has been prolonged for reasons, which shall be recorded in writing, not directly attributable to the employee;
  - (ii) the amount of subsistence allowance may be reduced by a suitable amount, not exceeding fifty per cent of the subsistence allowance admissible during the first twelve months, if, in the opinion of the said authority, the period of suspension has been prolonged due to reasons, which shall be recorded in writing, directly attributable to the employee;
  - (iii) the rate of dearness allowance shall be based on the increased or, as the case may be, the decreased amount of subsistence allowance admissible under sub-clauses (i) or (ii).
- (b) any other compensatory allowance, admissible from time to time on the basis of pay, which the employee was in receipt of on the date of suspension.

(2) No payment under sub-regulation (1) shall be made unless the employee furnishes a certificate that, during the period of suspension, he was not engaged in any other employment business, profession or vocation:

Provided that, where an employee fails to produce such a certificate, he shall be entitled to subsistence allowance and other allowances equal to the amount by which his earnings during such period fall short of the amount of subsistence allowance and other allowances that would otherwise be admissible to him :

Provided further that nothing in the preceding proviso shall apply to the employee where the subsistence and other allowances admissible to him are equal to or less than the amount earned by him during the period.

45. *Pay and Allowances on Reinstatement.*—(1) When an employee, who has been dismissed, removed, compulsorily retired or suspended is reinstated or would have been reinstated but for his retirement on superannuation during the period he was under suspension, the authority competent to order the reinstatement shall consider and make a specific order—

- (a) regarding the pay and allowances to be paid to the employee for the period of his absence from duty or the period of suspension ending on the date of his retirement on superannuation, as the case may be, or
- (b) whether or not the said period shall be treated as a period spent on duty.

(2) Where the authority mentioned in sub-regulation (1) is of opinion that the employee has been fully exonerated or, in the case of suspension, that it was wholly unjustified, the employee shall be given the full pay and allowances to which he would have been entitled, had he not been dismissed, removed, compulsorily retired, or suspended, as the case may be.

(3) In other cases the employee shall be given such proportion of such pay and allowances as the competent authority may determine :

Provided that the payment of pay and allowances under sub-regulation (2) and this sub-regulation shall be subject to all other conditions under which such allowances are admissible :

Provided further that the proportion of the pay and allowances payable under this sub-regulation shall not be less than the proportion of the subsistence and other allowances payable under regulation 44.

(4) In a case falling under sub-regulation (2), the period of absence from duty shall be treated as a period spent on duty for all purposes.

(5) In a case falling under sub-regulation (3), the period of absence from duty shall not be treated as a period spent on duty, unless the competent authority specifically directs that it shall be so treated for any specific purpose :

Provided that if the employee so desires, such authority may direct that the period of absence from duty be converted into leave of any kind due and admissible to the employee.

## CHAPTER VI

### *Appeals and Representations*

46. *Appeals.*—An employee shall be entitled to appeal against an order imposing any penalty specified in regulation 38; and such appeal shall be preferred—

- (i) to the Executive Committee, where the order was one passed by the Vice-Chairman of the Executive Committee;
- (ii) to the Vice-Chairman of the Executive Committee where the order was one passed by the Secretary;
- (iii) to the Secretary, where the order was one passed by the Joint Secretary;
- (iv) to the Joint Secretary, where the order was one passed by the Administrative Officer.

(2) There shall be no appeal against the orders of suspension and other interim orders.

(3) A second appeal against the orders of the appellate authorities referred to in sub-regulation (1) shall be—

- (i) in the case of Class I officers, to the Corporation;
- (ii) in the case of Class II officers, to the Executive Committee;
- (iii) in the case of Class III officers, to the Vice-Chairman of the Executive Committee;
- (iv) in the case of Class IV employees, to the Vice-Chairman of the Executive Committee as regards major penalties and to the Secretary, as regards minor penalties.

47. *Limitation for Appeal.*—No appeal shall be entertained, unless such appeal is preferred within a period of sixty days from the date on which the appellant receives the order appealed against :

Provided that the appellate authority may entertain the appeal after the expiry of the said period if it is

satisfied that the appellant had sufficient cause for not preferring the appeal in time.

NOTE :—Time taken in obtaining copy of the order appealed against, if any, shall not be counted for the purpose of computing the period of limitation for filing appeals.

48. *Contents of Appeal.*—(1) Every appeal preferred under regulation 46 shall set forth concisely and under distinct heads the grounds of objection to the order appealed against and shall also contain all other relevant statements relied on by the appellant and shall also be accompanied by a copy of the order appealed against.

(2) An appeal shall not be couched in disrespectful or improper language.

(3) Every person submitting an appeal shall do so separately and in his own name.

(4) Where an appeal is not drawn up in the manner hereinbefore provided, it may be rejected, or be returned to the appellant for necessary compliance within a time to be fixed by the appellate authority.

49. *Procedure for Filing Appeals.*—(1) Appeals may be presented in writing in person or be sent by registered post acknowledgment due, addressed to the appellate authority.

(2) Where an appeal lies to the Executive Committee, it shall be presented in person to the Secretary of the Corporation for consideration in the next meeting of the Executive Committee.

50. *Consideration of Appeals.*—(1) On receipt of an appeal, the appellate authority may, in his or its discretion, as the case may be, either fix a date for oral hearing of the appeal or call for records or obtain comments from the lower authority, whose order is appealed against.

(2) After consideration of the records of the case, hearing the appellant and such evidence as may be considered necessary, the appellate authority shall pass an appropriate order in writing with reasons therefor confirming, reducing or setting aside the said penalty imposed on the appellant.

(3) The appellate authority may remit the case to the authority which imposed the penalty with such direction as it may deem fit in the circumstances of the case.

(4) The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

51. *Review.*—The authority which is competent to impose a penalty or the appellate authority may review his or its orders, as the case may be, either on his or its own motion or otherwise within a period of six months from the date of passing of the original or appellate order concerned, and pass such orders with reasons therefor, as it may deem fit :

Provided that any proceeding for review shall not be commenced until after the period of limitation for an appeal has expired and if an appeal has been preferred, until the same has been disposed of by the appellate authority.

52. *Representation.*—(1) If in regard to service conditions an employee of the Corporation is aggrieved otherwise than as a result of disciplinary action, he may file a representation to the Secretary of the Corporation through proper channel.

(2) Every such representation shall be couched in appropriate and respectful language.

(3) Representations on routine matters which do not involve any misapprehension or miscarriage of justice shall not ordinarily be entertained and may be withheld

by the immediate superior, who may, however, at his discretion forward it with his comments.

(4) Where any decision has been taken on any representation made under this regulation, no further representation shall be entertained within six months from the date of the aforesaid decision.

## CHAPTER VII

### Leave

53. *Categories of Leave.*—(1) Every employee shall be eligible to the following categories of leave provided that no employee shall claim leave as a matter of right.

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|                                    |    |    |    |                        |
|------------------------------------|----|----|----|------------------------|
| Casual leave                       | .. | .. | .. | (See regulation 58)    |
| Earned leave                       | .. | .. | .. | [See regulation 59(1)] |
| Half-pay leave                     | .. | .. | .. | [See regulation 59(2)] |
| Maternity leave                    | .. | .. | .. | (See regulation 60)    |
| Extra-ordinary leave (without pay) | .. | .. | .. | (See regulation 51)    |
| Commuted leave                     | .. | .. | .. | (See regulation 62)    |
| Leave not due                      | .. | .. | .. | (See regulation 63)    |
| Special disability leave           | .. | .. | .. | (See regulation 64)    |
| Study leave                        | .. | .. | .. | (See regulation 65)    |

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(2) No appeal shall lie against an order refusing leave except in a case where the application for leave was accompanied by medical certificate.

(3) Where the leave applied for is on medical grounds but the medical certificate produced is not from a registered medical practitioner, the Secretary in the case of all employees other than Financial Adviser, and the Vice-Chairman of the Executive Committee, in the case of Financial Adviser may, in his discretion require the employee to obtain a medical certificate from a registered practitioner. The expenses of medical examination in such cases shall be borne by the employee.

54. *Entitlement to Leave.*—No employee during the first year of his service shall be granted any kind of leave other than casual leave, leave on medical certificate and earned leave except under special circumstances.

55. *Prefixing or Suffixing of Sundays or Holidays to Leave.*—Sundays or holidays may be prefixed or suffixed to any type of leave with the prior permission of the authority empowered to sanction leave and such Sunday or holiday shall not in that case be counted as part of the leave.

56. *Sunday or Holiday to count as part of Leave except Casual Leave.*—A Sunday or holiday falling between the first and the last day of any period of leave shall count as part of the leave except in the case of casual leave.

57. *Authority to Grant Leave.*—The Executive Committee may from time to time determine the authorities who shall be competent to grant leave to employees of the Corporation.

58. *Casual Leave.*—An employee shall be eligible for casual leave to the extent of twelve days in a calendar year, either for private reasons or on account of sickness. Normally not more than eight days' casual leave shall be allowed at any one time.

59. *Earned Leave.*—(a) Earned leave is earned at the rate of 1/22nd of the period spent on duty in the first year of service and at the rate of 1/11th of the period spent on duty during the subsequent years.

(b) Earned leave can be accumulated up to one hundred and eighty days. The earned leave due to an em-

ployee is the leave which he has earned, diminished by the leave actually taken :

Provided that the duration of earned leave which can be taken at any one time is one hundred and twenty days in the case of an employee in Class II, III or IV and one hundred and eighty days in the case of an employee in Class I.

(c) Except as provided in clause (d), an officer on earned leave is entitled to leave salary equal to the average monthly pay earned during the ten complete months immediately preceding the month in which the leave commences or the substantive pay to which the officer is entitled immediately before the commencement of the leave, whichever is greater.

(d) An officer who proceeds on earned leave from a post the maximum pay of which does not exceed Rs. 110/- per mensem, is entitled to leave salary equal to the pay drawn immediately before proceeding on leave.

(e) An officer on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in clause (c) or clause (d) as the case may be, subject to a maximum of Rs. 750 :

Provided that this limit shall not apply if the leave is on medical certificate or for pursuing an approved course of study otherwise than on study leave terms.

(f) An officer on commuted leave is entitled to leave salary equal to the amount admissible under clause (c) or clause (d), as the case may be.

(g) An officer on extra-ordinary leave is not entitled to any leave salary.

(2) *Half Pay Leave.*—During the entire period of his service, an employee may be granted half pay leave at the rate of twenty days for each completed year of service. The half pay leave due may be granted to an employee on medical grounds or for private reasons.

60. *Maternity Leave.*—A female employee shall be eligible for grant of maternity leave on full pay for a period which may extend up to three months from the day of its commencement or to the end of six weeks from the date of child birth whichever is earlier.

(2) Maternity leave under this regulation may also be granted in cases of mis-carriage including abortion, subject to the conditions that :—

- (i) the leave does not exceed six weeks; and
- (ii) the application for the leave is supported by a certificate from a registered medical practitioner.

61. *Extra-ordinary Leave (Leave Without Pay).*—(1) Extra-ordinary leave may be granted to any employee when no other kind of leave is admissible to him. Except in exceptional circumstances, the duration of the extra-ordinary leave shall not exceed three months on any one occasion.

(2) The authority empowered to sanction leave may grant extra-ordinary leave in combination with, or in continuation of leave, in appropriate cases, of another kind admissible to the employee, and may commute retrospectively periods of absence without leave into extra-ordinary leave.

(3) No pay and dearness allowances are admissible during the period of extra-ordinary leave and the period spent on such leave shall not count for increments provided that in a case where the appointing authority is satisfied that leave was taken on account of illness or for other causes beyond the employee's control, it may direct that the period of extra-ordinary leave may count for increments.

NOTE : The order of the competent authority regarding the treatment of the period of absence from duty

passed under this provision is absolute and no higher sanction shall be necessary for the grant of extra-ordinary leave in excess of three months in so far as temporary employees are concerned.

62. *Commuted Leave.*—Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate only to an officer in permanent employment subject to the following conditions, namely—

- (i) Commuted leave during the entire service of the employee shall be limited to a maximum of two hundred and forty days.
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.
- (iii) No commuted leave shall be granted unless the sanctioning authority has reason to believe that the employee will return to duty on its expiry.

63. *Leave Not Due.*—Save in the case of leave preparatory to retirement, leave not due may be granted to an officer in permanent employ for a period not exceeding three hundred and sixty days during his entire service out of which ninety days at a time and one hundred and eighty days in all may be granted otherwise than on medical certificate. Such leave shall be debited against the half pay leave the employee may earn subsequently.

NOTE : Leave not due should be granted only if the sanctioning authority is satisfied that there is a reasonable prospect of the employee returning to duty on the expiry of the leave and should be limited to half pay leave he is likely to earn thereafter.

64. *Special Disability Leave.*—(1) Subject to the conditions hereinafter specified, the Corporation may grant special disability leave to an employee, whether permanent or temporary, who is disabled by injury inflicted or caused, or in consequence of, the due performance of his official duties or in consequence of his official position.

(2) Such leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed, and the person disabled acted with due promptitude in bringing it to the notice of the authorities concerned:

Provided that the Secretary may, if he is satisfied as to the cause of the disability, direct granting of leave in cases where the disability manifested itself more than three months after the occurrence.

(3) The period of leave granted shall be such as is certified by the authorised medical attendant of the employee concerned, to be necessary for the purpose. The period shall not be extended except on the certificate of the said medical attendant and shall in no case exceed twenty-four months.

(4) Such leave may be granted more than once if the disability is aggravated or occurs again in similar circumstances at a later date, but not more than twenty-four months of such leave shall in all be granted in consequence of any one disability.

(5) Such leave may be combined with leave of any other kind.

(6) Leave salary during such leave shall be equal—

- (i) for the first four months of any period of such leave including a period of such leave granted under sub-regulation (5), to average pay, and
- (ii) for the remaining period of any such leave, to half average pay,
- (iii) or at the employees' option, for a period not exceeding the period of average pay which

would otherwise be admissible to him, to average pay.

65. *Study Leave*.—(1) Study leave may be granted to an employee with due regard to the exigencies of public service to enable him to undergo in, or out of, India a special course of study consisting of higher studies of specialised training in a professional or a technical subject having a direct and close connection with the sphere of his duties.

(2) Study leave shall not be granted unless (i) it is certified by the authority competent to sanction leave that the proposed course of study or training shall be of definite advantage from the point of view of public interest; (ii) it is for prosecution of studies in subjects other than academic or literary subjects; and (iii) the Economic Affairs Department of the Ministry of Finance of the Government of India agrees to the release of foreign exchange involved in the grant of study leave if such leave is to be spent outside India.

(3) Study leave out of India shall not be granted for the prosecution of studies in subjects for which adequate facilities exist in India.

(4) Study leave shall not ordinarily be granted to an employee (i) who has rendered less than five years service in the Corporation, or (ii) who does not hold a Class I post under the Corporation, or (iii) who is due to retire or has the option to retire within three years of the date on which he is expected to return to duty after expiry of the leave.

(5) The maximum period of study leave shall ordinarily be—

- (i) Twelve months as a time, which shall not be exceeded save for exceptional reasons;
- (ii) Twenty four months (inclusive of study leave granted under any other rules) during his entire service.

(6) Study leave may be combined with other kinds of leave but in no case shall the grant of study leave in combination with leave other than extraordinary leave involve a total absence of more than twenty-eight months from the regular duties.

(7) Study allowance may be granted in accordance with the rules and at the rates applicable to Central Government servants.

#### CHAPTER VIII

66. *Medical Facilities*.—The employees and their families shall be entitled to such medical facilities as the Executive Committee may determine from time to time.

#### CHAPTER IX

67. *Travelling Allowance, Daily Allowance, Transfer Allowance*.—(1) For purposes of travelling allowance and daily allowance on tour and transfer allowance, pay includes special pay and dearness pay up to the limit prescribed by the Central Government in this respect, and in the case of re-employed personnel, it includes the amount of their pension as originally sanctioned, that is to say, before commutation, if any, and the pensionary equivalent of death-cum-retirement gratuity, if any.

(2) Where the pension is held in abeyance during the period of re-employment, the grade of re-employed pensioner shall be determined in accordance with the pay actually received from time to time.

(3) Where the pension is allowed to be drawn in addition to pay, the re-employed pensioner shall, for the purpose of S.R. 17 be deemed to be in receipt of actual pay equivalent to his pay on re-employment plus pension subject to the condition that if the sum of such pay plus pension exceeds the pay of the post, (where the post is

on a fixed rate of pay) or the maximum pay of the post, (where the post is on a time-scale of pay), such excess shall be ignored.

68. *Travelling Allowance and Dearness Allowance to Employees on Deputation*.—Employees on deputation from the Central Government or State Government or a local authority or public sector undertaking shall be governed for purpose of travelling allowance by the rules of the Corporation in respect of their journeys in connection with the affairs of the Corporation as also of the journeys undertaken by them to join the Corporation and on reversion from the Corporation to their parent service. A Government servant who joined the Corporation before 9-2-1965 may, however, opt for the Government travelling allowance rules.

69. *Travelling and Daily Allowance*.—Employees of the Corporation including those on deputation shall be entitled to travelling allowance and daily allowance for journeys on duty, as provided hereunder :—

##### (A) *Travelling Allowance* :

###### (1) *Air journeys* :

- (a) Employees getting a pay of Rs. 1,800/- per month and above can travel by air on tour or on transfer at their discretion. Other employees can travel by air only on tour under sanction of the authority to which powers in this behalf may be delegated.
- (b) For all journeys by air on tour, an employee in receipt of actual pay of Rs. 800/- or more shall be entitled to a single standard air fare plus 1/5th thereof limited to a maximum of Rs. 10/- for each single journey or actual return air fare plus 1/5th of the standard air fare limited to a maximum of Rs. 10/- for a single journey each way. If, however, more than one air journey (including the return journey) are performed within 24 hours, the total entitlement to incidental allowance for all the journeys shall be restricted to Rs. 10/- or one daily allowance at the ordinary rate, whichever is more.
- (c) For all journeys by air tour, an employee in receipt of less than Rs. 800/- as pay, if authorised to travel by air, is entitled to one standard air fare for the journey plus the allowance for incidental expenses to which he would have been entitled had he travelled by surface route OR the incidentals admissible under clause (b) of this rule whichever is less.

NOTE : The standard air fare shall be taken to mean the actual single journey air fare payable for the service by which the journey is performed.

(2) *Journeys by train*.—Employees shall be entitled to railway fare and incidental charges as provided hereunder, for journeys on tour by rail :

| Class of employee                                     | Class of railway fare to which entitled                                                                                                                                                                                                  | Incidental charges                                                |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| 1                                                     | 2                                                                                                                                                                                                                                        | 3                                                                 |
| <i>Class I employees :</i>                            |                                                                                                                                                                                                                                          |                                                                   |
| (a) If drawing pay of Rs. 1,600/- per month or above. | One single fare for air-conditioned accommodation on tour or any lower class actually travelled provided that when an officer drawing less than Rs. 2,250/- per month travels by air - conditioned class, he shall reimburse to the Cor- | 0-35 paise for every 10 Kms. or part thereof if it exceeds 5 Kms. |

| (1)                                                                      | (2)                                                                          | (3)                                                               |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------|-------------------------------------------------------------------|
|                                                                          | poration at the rate of 1 paise per Km. for the entire journey so performed. |                                                                   |
| (b) If drawing pay in the range from Rs. 800/- to Rs. 1,599/- per month. | One single fare for 1st class or any lower class actually travelled.         | 0.35 paise for every 10 Kms. or part thereof if it exceeds 5 Kms. |
| (c) If drawing pay in the range from Rs. 400/- to Rs. 799/-.             | One single fare for 1st class or any lower class actually travelled.         | 0.24 paise for every 10 Kms. or part thereof if it exceeds 5 Kms. |
| <b>Class II employees :</b>                                              |                                                                              |                                                                   |
| If drawing pay of Rs. 220/- per month or more.                           | One single fare for 1st class or any lower class actually travelled.         | 0.24 paise for every 10 Kms. or part thereof if it exceeds 5 Kms. |
| <b>Class II &amp; III employees :</b>                                    |                                                                              |                                                                   |
| If drawing pay of Rs. 110/- or more but less than Rs. 220/-.             | One single fare for 2nd class or any lower class actually travelled.         | 0.13 paise for every 10 Kms. or part thereof if it exceeds 6 Kms. |
| <b>Class IV employees :</b>                                              |                                                                              |                                                                   |
| If drawing pay less than Rs. 110/-.                                      | One single fare for 3rd class.                                               | 1/2 single fare for 3rd class by passenger train.                 |

- (a) Class I employees drawing a pay of Rs. 800/- and above ..  
 (b) Class I, II & III employees drawing pay over Rs. 220/- per month and less than Rs. 800/- ..  
 (c) Class II and III employees drawing pay below Rs. 220/- ..  
 (d) Class IV employees .. .. .

NOTE : 1. Higher rates apply for road journeys performed otherwise than by taking a single seat in public conveyance provided that if the places between which the journey is performed are connected also by rail, the travelling allowance shall be restricted to the actual rail fare of the class to which the employee is entitled.

NOTE : 2. Lower rates apply for road journeys performed by taking a single seat in any conveyance plying regularly for hire between fixed points and charging fixed rates.

Provided that the allowance for incidental expenses shall be restricted to a maximum of one *daily allowance* at the ordinary rates laid down for every twenty-four hours of the railway journey or part thereof.

NOTE : 1. For the purposes of the proviso to this regulation—

- (a) the onward and return journeys shall be treated separately, except when they fall on the same day; and  
 (b) the period covered by the rail journey shall be reckoned with reference to the scheduled railway timings and shall also include any period of halt at the connecting station or stations.

NOTE : 2. If any employee of the Corporation is, on account of exigencies of work; required to cancel his journey or journeys in connection with any tour, such employee shall be entitled to re-imbursement of cancellation fee that may be charged by the railway authority or Indian Airlines Corporation, as the case may be.

(3) *Journeys by road*.—Employees shall be entitled to mileage for journeys by road, as provided hereunder :—

|                                                                                                 | Higher Rate        | Lower Rate         |
|-------------------------------------------------------------------------------------------------|--------------------|--------------------|
| (a) Class I employees drawing a pay of Rs. 800/- and above ..                                   | 0.32 paise per km. | 0.10 paise per km. |
| (b) Class I, II & III employees drawing pay over Rs. 220/- per month and less than Rs. 800/- .. | 0.24 paise per km. | 0.08 paise per km. |
| (c) Class II and III employees drawing pay below Rs. 220/- ..                                   | 0.10 paise per km. | 0.06 paise per km. |
| (d) Class IV employees .. .. .                                                                  | 0.06 paise per km. | 0.04 paise per km. |

NOTE : 3. The lower rate prescribed above will be increased by 50% in the case of journeys in hill tracks, declared as such by the State Governments concerned for the purpose of their travelling allowance rules.

NOTE : 4. In the case of a journey by bus between places connected by rail, bus fare and incidentals by rail or road mileage at lower rate, whichever is less, will be admissible.

(B) *Daily Allowance*.—An employee shall be entitled to daily allowance as provided hereunder :—

| Class of employee                  | Ordinary places                                                                                                                        | Simla, Madras and the whole of Jammu and Kashmir                                                                                        | Bombay / Calcutta / Darjeeling District (except Siliguri Sub-division) and Darjeeling town or NEFA areas beyond inner line Naga Hills, Tuensang area beyond the inner line or Spiti and Lahaul area of Punjab or Chini Tehsil or Parganas of Dassau Antharabis and Pandarabis of Tampur Tehsil or Dodra Kavar of Robru Tehsil in the District of Mahasu, Pangi sub-tehsil of Chamba District. |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1)                                | (2)                                                                                                                                    | (3)                                                                                                                                     | (4)                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Class I employees :</b>         |                                                                                                                                        |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                               |
| (a) Pay upto Rs. 799/- ..          | Rs. 8.00                                                                                                                               | Rs. 10.56 paise for those drawing Rs. 400/- and Rs. 10.70 paise for others.                                                             | Rs. 13.30                                                                                                                                                                                                                                                                                                                                                                                     |
| (b) Pay from Rs. 800/- to 1,000/-. | Rs. 9.40                                                                                                                               | Rs. 13.10                                                                                                                               | Rs. 16.25                                                                                                                                                                                                                                                                                                                                                                                     |
| (c) Pay exceeding Rs. 1,000/-.     | Rs. 9.40 for the first Rs. 1,000/- plus Rs. 1.50 for every additional Rs. 500/- or fraction thereof subject to a maximum of Rs. 15.70. | Rs. 13.10 for the first Rs. 1,000/- plus Re. 0.60 for every additional Rs. 250/- or fraction thereof subject to a maximum of Rs. 15.70. | Rs. 16.25 for the first Rs. 1,000/- plus Re. 0.60 for every additional Rs. 250/- or fraction thereof subject to a maximum of Rs. 18.75.                                                                                                                                                                                                                                                       |

*Class II & III employees :*

- |                                          |                                                                                          |                                                                                                                      |                                                                                                                     |
|------------------------------------------|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| (a) If drawing pay of Rs. 220/- or more. | 25 paise for every Rs. 12·50 of pay or fraction thereof subject to a maximum of Rs. 8/-. | 33 paise for every Rs. 12·50 of pay or fraction thereof subject to a minimum of Rs. 5·30 and a maximum of Rs. 10·70. | 50 paise for every Rs. 12·50 of pay or a fraction thereof subject to a minimum of Rs. 8/- and maximum of Rs. 13·30. |
| (b) If drawing pay up to Rs. 220/-.      | 25 paise for every Rs. 12·50 of pay or fraction thereof subject to a minimum of Rs. 2/-. | 33 paise for every Rs. 12·50 of pay or fraction thereof subject to a minimum of Rs. 2·70.                            | 50 paise for every Rs. 12·50 of pay or fraction thereof subject to a minimum of Rs. 3·30.                           |

*Class IV employees :*

Rs. 2·00

Rs. 2·70

Rs. 3·30

NOTE 1—The Executive Committee may at its discretion, from time to time revise the rates of daily allowance admissible to the employees of the Corporation.

NOTE 2—Officers and staff of the Corporation while on tour and availing themselves of lodging facilities at Government Circuit Houses or Guest Houses or Government Hostels or Dak Bungalows at outstations, will be entitled to the difference between the charges actually paid by them and the charges which they would have paid for such facilities if they were Central Government servants, reimbursed by the Corporation.

70. *Circumstances for Grant of Daily Allowance.*—(1) Daily allowance shall not be drawn except during absence from the headquarters on duty. A period of absence from headquarters begins when an employee actually leaves his headquarters and ends when he actually returns to the headquarters, whether he halts there or not.

(2) Daily allowance shall not be drawn for any day on which an employee does not reach a point outside a radius of 8 Kms. from the duty point, that is to say, the place or office of employment at his headquarters or returns to it from a similar point.

(3) Daily allowance shall not be drawn for a continuous halt of more than ten days at any one place except with the permission of the Secretary and in the case of the Financial Adviser, with the permission of the Vice-Chair-

man of the Executive Committee. In cases where daily allowance is sanctioned for a period of more than ten days, the allowance shall be sanctioned on a sliding scale as provided hereunder :—

- (a) full rate for the first ten days;
- (b) three fourths of the ordinary rate for the next twenty days; and
- (c) half the ordinary rate thereafter up to ninety days.

(4) Daily allowance for halt on tour at an outstation shall, henceforth, be calculated on the basis of the period of the halt which will begin from the time the forward journey ends at the outstation and will end at the time the return or further journey commences. The rate of daily allowance will be calculated as follows :—

- (i) Halt upto six hours.
- (ii) Halt exceeding six hours but not exceeding twelve hours.
- (iii) Halt exceeding twelve hours but not exceeding twenty-four hours.
- (iv) Halt exceeding twenty-four hours.

Nil.

Half daily allowance.

Full daily allowance.

One daily allowance for every 24 hours of halt. For a fraction of 24 hours at the end of halt, daily allowance will be calculated as indicated above.

71. *Transfer Travelling Allowance.*—(1) An employee transferred from one station to another shall be entitled to transport charges according to the following scales for transporting his personal effects :—

|                                      | <i>Limit of cost for transporting by goods train</i> |                   |
|--------------------------------------|------------------------------------------------------|-------------------|
|                                      | <i>If single</i>                                     | <i>If married</i> |
| Pay of Rs. 800/- or more             | 1,500 Kgms.                                          | 2,240 Kgms.       |
| Pay of Rs. 220/- but below Rs. 800/- | 750 Kgms.                                            | 1,120 Kgms.       |
| Pay of Rs. 110/- but below Rs. 220/- | 450 Kgms.                                            | 560 Kgms.         |
| Pay upto Rs. 110/-                   | 115 Kgms.                                            | 190 Kgms.         |

(2) An employee shall also be entitled to transport by goods train at the Corporation's expense his motor-car or motor-cycle and by passenger train his cycle at passenger train rates. In case of transport of motor-car, he shall also be entitled to one third class fare for the driver, if any, and actually employed and in service at the time of transfer and travelling to the new station for the purpose of service as driver.

(3) An employee shall be entitled to transfer travelling allowance as provided hereunder :—

- (a) For the officer himself, one single rail fare of the class to which he is entitled plus incidental expenses as given below, together with one fare for each adult member of the family and one single half fare for each child above the age of three years and below the age of twelve years.

- (b) Lumpsum at the rate of half month's pay subject to a maximum of Rs. 150/-; and

- (c) (i) two times as much as the rate indicated for incidentals on tour, in respect of journeys by rail;
- (ii) One road mileage in respect of journeys by road;
- (iii) One steamer fare of the class of accommodation to which he is entitled, in respect of journeys by sea.

(4) Daily allowance for halt on tour at an outstation prescribed in regulation 69 between the residence and the railway station at either end shall also be admissible as provided hereunder :—

- (a) Mileage allowance at twice the rate admissible to him or any rate applicable to him which has been fixed by the competent authority, as the case may be.
- (b) Additional mileage allowance applicable to him or any rate applicable to him which has been fixed by the competent authority, as the case may be, if two members of his family accompany him, and at twice that rate of more than two members accompany him.

(5) For the purpose of this regulation, Class I employees drawing Rs. 1,600/- per month or above shall be entitled to first class railway fare and not to air-conditioned class.



72. *Members of the Family of an Employee.*—For purposes of the regulations under this chapter the members of the family of an employee shall include his wife and children including step-children residing with, and wholly dependent on him.

73. *Pay on Transfer.*—(1) An employee, while on transfer, shall draw the pay of the old or his new appointment, whichever is less, and shall be regarded as on duty for joining time which shall consist of the actual days of travelling plus six additional days.

(2) An employee on transfer may draw, an advance of the amount of transfer allowance to which he is entitled.

74. *Revision of Rates.*—Wherever the rates specified in the regulations under this chapter conform to the corresponding rates fixed by the Central Government, they shall be deemed to be superseded by the revised instructions of the Central Government in that behalf as may be enforced from time to time until otherwise amended or modified by the Executive Committee, in its discretion.

## CHAPTER X

### General

75. In all matters relating to service regulations not covered by these regulations, the corresponding rules and regulations of the Central Government shall apply until otherwise superseded by specific resolutions of the Executive Committee.

Provided that the Executive Committee may lay down such other conditions of service for the employees of the Corporation including their welfare as may be deemed appropriate and necessary, from time to time, in furtherance of the objectives of the Corporation, and efficient discharge of the duties of such employees.

S. K. S. CHIB L. A. S., Secy.  
Development National Co-operative Corporation.

## EMPLOYEES, STATE INSURANCE CORPORATION

Jaipur, the 9th May 1968

No. R/18-7/67-Ext.—In pursuance of Section 25 of the Employees' State Insurance Act, 1948 (34 of 1948) read with Regulation 10-A of the Employees' State Insurance (General) Regulations, 1950, it is hereby notified that the Chairman, Regional Board, Employees' State Insurance Corporation, Rajasthan Region, constitutes a Local Committee consisting of the following members for Sriganganagar area (where Chapters IV and V of the Employees' State Insurance Act, 1948 are in force) with effect from the date of notification, namely:—

### Chairman

Under Regulation 10-A(1)(a)

1. The Distt. Medical & Health Officer, Sriganganagar.

### Members

Under Regulation 10-A(1)(b)

2. The Regional Asstt. Labour Commissioner, Bikaner.

Under Regulation 10-A(1)(c)

3. The Insurance Medical Officer Incharge, G. I. Dispensary, Sriganganagar.

Under Regulation 10-A(1)(d)

4. Shri G. T. Khanna, Agent, Sadul Textile, Sriganganagar.
5. Shri P. S. Sharma, Disttary Technologist, Ganganagar Sugar Mills, Sriganganagar.

Under Regulation 10-A(1)(e)

6. Shri Singh Arora, Secretary, Sadul Textile Union, Sriganganagar.

7. Shri Devi Chand, General Secretary, Sugar Mills Rashtriya Congress, Sriganganagar.

Under Regulation 10-A(1)(f)

8. The Manager, Local Office, E.S.I. Corporation, Jaipur.

No. R/18-7/67-Ext.—In pursuance of Section 25 of the Employees' State Insurance Act, 1948 (34 of 1948) read with Regulation 10-A of the Employees' State Insurance (General) Regulations, 1950, it is hereby notified that the Chairman, Regional Board, Employees' State Insurance Corporation, Rajasthan Region, constitutes a Local Committee consisting of the following members for Kishangarh area (where Chapters IV and V of the Employees' State Insurance Act, 1948 are in force) with effect from the date of notification, namely:—

### Chairman

Under Regulation 10-A(1)(a)

1. The Medical Officer Incharge, Y. N. Hospital, Kishangarh.

### Members

Under Regulation 10-A(1)(b)

2. The Regional Asstt. Labour Commissioner, Ajmer.

Under Regulation 10-A(1)(c)

3. The Medical Officer Incharge, E.S.I. Dispensary, Kishangarh.

Under Regulation 10-A(1)(d)

4. Shri Rameshwar Lal Thoshniwal, Executive President, Aditya Mills Ltd., Kishangarh.

5. Shri Shankar Dutt Lal, Mechanical Engineer, Mahesh Metal Works, Sriganganagar.

Under Regulation 10-A(1)(e)

6. Shri Jag Mohan Lal Mishra, Secretary, Pital Karkhana Mazdoor Union, Kishangarh.

7. Shri Girdhari Dass Purohit, General Secretary, Kishangarh Mill Rashtriya Mazdoor Sangh, Kishangarh.

Under Regulation 10-A(1)(f)

8. The Manager, Local Office, E.S.I. Corporation, Bikaner.

No. R/18-7/67-Ext.—In pursuance of Section 25 of the Employees' State Insurance Act, 1948 (34 of 1948) read with Regulation 10-A of the Employees' State Insurance (General) Regulations, 1950, it is hereby notified that the Chairman, Regional Board, Employees' State Insurance Corporation, Rajasthan Region, constitutes a Local Committee consisting of the following members for Ajmer area (where Chapters IV and V of the Employees' State Insurance Act, 1948 are in force) with effect from the date of notification, namely:—

### Chairman

Under Regulation 10-A(1)(a)

1. The Regional Medical College, Ajmer.

### Members

Under Regulation 10-A(1)(b)

2. The Regional Asstt. Labour Commissioner, Ajmer.

Under Regulation 10-A(1)(c)

3. The Medical Officer Incharge, G. I. Dispensary, Ajmer.

*Under Regulation 10-A(1)(d)*

4. Shri D. M. Jain, Administrative Officer, Toshniwal Industries Private Ltd., Ajmer.
5. Shri M. R. Vyas, President Engineer, Amalgamated Electricity Supply Co. Ltd., Ajmer.

*Under Regulation 10-A(1)(e)*

6. Shri Kalyan Singh, General Secretary, Metal & Engineering Workers' Union, Ajmer.
7. Shri B. L. Gupta, Legal Adviser, Amalgamated Electricity Company Union, Ajmer.

*Under Regulation 10-A(1)(f)*

8. The Manager,  
Local Office, E.S.I. Corporation,  
Beawar.

SURJIT SINGH  
Regional Director

Calcutta-12, the 16th November 1967

No. C/CB-64/59(P)-V.—It is hereby notified that a Local Committee consisting of the following member has been set up for Hooghly area where the Chapters-IV and V of the Employees' State Insurance Act, 1948 are in force under Regulation 10-A of the Employees' State Insurance (General) Regulations 1950.

**CHAIRMAN***Under Regulation 10A (1) (a)*

1. District Magistrate, Hooghly.

**MEMBERS***Under Regulation 10A(1)(b)*

2. Assistant Secretary, Government of West Bengal,  
Labour Department.

*Under Regulation 10A(1)(c)*

3. Dr. J. Dutta Barman—Medical Inspector, Head Quarter, E.S.I. Scheme, 64 Ganesh Chandra Avenue, Calcutta-13.

*Under Regulation 10A(1)(d)*

4. Sri S. Chatterjee, Area Labour Officer, Indian Jute Mills Association, 1-William Carey Road, Serampore, Hooghly.
5. Sri R. D. Singh, Manager, Bengal Fine Spinning and Weaving Mills, Konnagar, Hooghly.
6. Sri M. C. Bagrodia, Manager, Kesoram Rayons, Vill-Raghunathpur, P.O. Naya Sarai, Dt. Hooghly.
7. Sri D. P. Maloo, Chief Executive Officer, Sreeram Silk Mfg. Co., G. T. Road, Rishra, Hooghly.

*Under Regulation 10A(1)(e)*

8. Sri Ram Bhattacharjee, Sitalatala, P.O. Bhadreswar, Dt.—Hooghly.
9. Sri Dinen Bhattacharjee, Chatra, P.O. Serampore, Dt.—Hooghly.
10. Sri Bibhas Ghosh, Rabindra Nath Thakur Road, P.O. Gondal Para, Dt.—Hooghly.
11. Sri Nani Mazumdar, Sree Durga Cotton Mills Mazdoor Union, 210, Cripur Road, Konnagar, Hooghly.

*Under Regulation 10A(1)(f)*

12. Dy. REGIONAL DIRECTOR (Insurance Branch) E.S.I. Corporation, Calcutta-Secretary.

By order

S. NARAYAN,  
Regional Director